



621 AMOG SAFETY



101 Days of Summer

1999

OPERATIONAL RISK MANAGEMENT (ORM)

Risk Management provides a logical and systematic means of identifying and controlling risk. It does, however, require individual and organizational dedication to its basic precepts, along with the discipline to apply them on a continuing basis.

Risk Management is a common sense method of organizing information for rational decision-making. The end result is mission accomplishment with minimum risk. The Risk Management process entails identifying areas that present the highest risk and taking action to eliminate, reduce, or control that risk. Risk Management must be extremely flexible. It can take a few moments or several days, and whenever possible, should be fully integrated into mission planning and execution.

The 621 AMOG has developed 621AMOGVA 91-1 to assist with ORM integration. The visual aid is displayed throughout the group.

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MISHAP REPORTING

There seems to be some confusion as to what does and does not constitute a mishap. The following excerpts are provided to help clear up the confusion. Please report **ALL** mishaps to your supervisor immediately. Supervisors notify Unit Safety Representative (USR) by end of next duty day and submit MAFB Form 37, Preliminary Mishap Report, to USR within two (2) duty days of mishap. The USR will then forward the MAFB Form 37 to 621 AMOG Safety personnel.

AFI 91-202, The US Air Force Mishap Prevention Program

Mishap: An unplanned or unsought event, or series of events, resulting in death, injury, occupational illness or damage to, or loss of, equipment or property.

Supervisor Safety Training Student's Guide - 7 March 1997

Timely investigation of mishaps depends on prompt notification. Supervisors play an important role in relaying mishap information. When advised of a mishap, they notify proper emergency response agencies (fire department, medical facility, and security police) and then pass the information through command and control elements to the safety staff. **ALL mishaps must be reported to the installation safety office, not just those mishaps that seem to be "reportable."** The installation safety staff decides if a mishap meets reporting criteria.

If a mishap should occur within your workcenter the following steps should be followed:

Mishap Reporting continued on page 3



Operational Risk Management



OPERATIONAL RISK MANAGEMENT (ORM)

A logic based, common sense approach to making calculated decisions on human, material, and environmental factors before, during, and after Air force operations.

RESPONSIBILITIES

Commanders:

- Are responsible for effective management of risk
- Select from risk reduction options provided by the staff
- Accept or reject risk based on the benefit to be derived
- Train and motivate leaders to use ORM
- Elevate risk decision that should be made at a higher level

Staff:

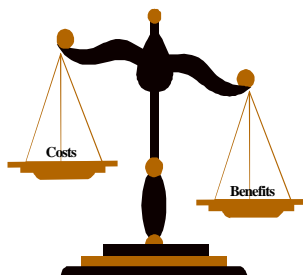
- Assess risks and develop risk reduction options
- Integrate risk controls into plans and orders
- Eliminate unnecessary risk restrictions

Supervisors:

- Apply the ORM process and direct personnel to use it on duty and off duty
- Consistently apply ORM concepts and methods to operations and tasks
- Elevate risk issues beyond their control or authority to superiors for resolution

Individuals:

- Understand, accept, and implement ORM processes
- Maintain a constant awareness of the changing risks associated with the operation or task
- Make supervisors immediately aware of any unrealistic risk reduction measures or high risk procedures



PRINCIPLES OF OPERATIONAL RISK MANAGEMENT

1. Accept No Unnecessary Risks -- Those that have no benefit and clearly are not worth taking.
2. Make Risk Decisions At The Proper Level -- Emphasize sound ORM at all levels; elevate when necessary.
3. Accept Risk If Benefits Outweigh The Cost -- We may have to accept significant risk to accomplish the mission, but it must be based on sound risk management.

621 AMOG OPERATIONAL RISK MANAGEMENT POINT OF CONTACT:

Rank and Name

Duty Phone

UNIT POINT OF CONTACT:

Rank and Name

Duty Phone

1) **THINK!** Do not jeopardize yourself or others in trying to stabilize the mishap scene. **DO NOT CREATE A SECOND MISHAP!**

2) Notify the proper agency for help (i.e., Fire Dept., Security Police, Medics, etc.).

3) If possible, tend to the injured or try to protect the situation from becoming worse.

4) Secure the mishap scene. When the scene is stabilized, put it under tight control -- nothing added, nothing taken away, nothing moved. Prevent unnecessary handling or moving of evidence.

5) Notify the commander, your unit safety representative, and installation safety office as soon as possible.

AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program – 2.14

Commanders, Functional Managers, and Supervisors notify the installation ground safety personnel of **ALL** mishaps as soon as possible after the occurrence to allow timely investigations to determine reportability and root causes.

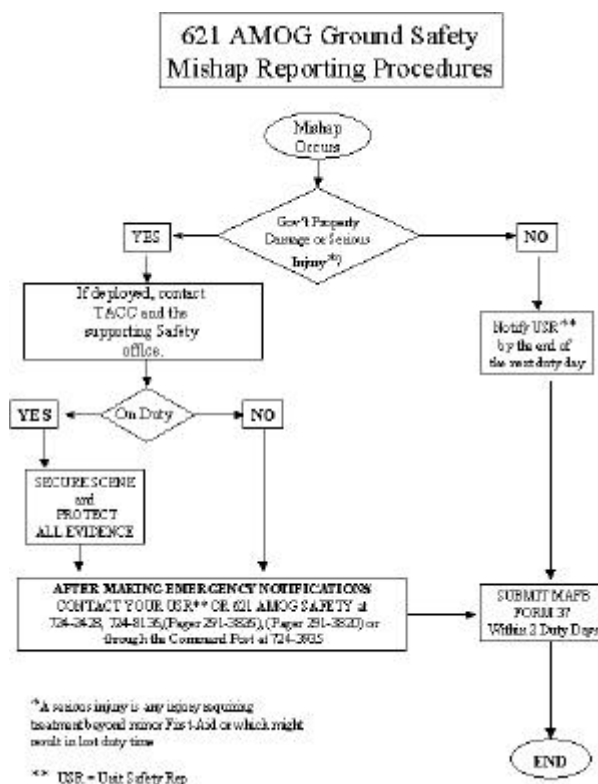
MAFBI 91-202, McGuire AFB Mishap Prevention Program – 4.1

The first line supervisor of the individual involved in the mishap will normally conduct the investigation and document it on MAFB Form 37...The investigator will forward the completed original MAFB Form 37 through the unit USR to wing Safety within two duty days of occurrence.

621 AMOG Mishap Notification Procedures

- Government property damaged and/or serious injury (any injury which requires treatment beyond minor first aid or might result in lost duty time)
 - 1) Secure scene and protect all evidence
 - 2) Make emergency notifications (USR, 621 AMOG Safety, Command Post)
 - 3) Submit MAFB Form 37 within two (2) duty days of mishap
- No Government property damaged or serious injury
 - 1) Notify USR by end of next duty day
 - 2) Submit MAFB Form 37 within two (2) duty days of mishap

621 AMOG Mishap Notification Procedures and examples and blank copies of MAFB Form 37, Preliminary Mishap Report, are located on the Squadron Safety Boards.



TRAFFIC SAFETY

AGGRESSIVE DRIVERS

Incidents involving aggressive and sometimes violent drivers are increasing. It pays to take care. Common courtesy on the road yields uncommon dividends in accidents avoided and injuries and deaths prevented.

One of the biggest hazards on our roads is the growing number of discourteous drivers. These drivers tailgate, pass improperly, cut off other motorists, honk their horns unnecessarily, weave through traffic, flash their lights to get others out of their way, and sometimes respond inappropriately to any perceived affront. Some drivers lose control. Insignificant incidents such as parking space disputes, fender benders, obscene gestures, loud music, overuse of the horn or failure to use a turn signal, can lead to violent encounters.

Aggressive Drivers continued on page 5

BUCKLE UP

Are You A Part-time Seat Belt User?

- Do you only buckle your seat belt when you go on long trips, travel in bad weather or on unfamiliar roads and highways?
- Do you forget or just “not bother” to wear your seat belt when you’re running errands or driving in good weather?
- Do you think that because you have an air bag you don’t need to use a seat belt?

If you said “yes” to one or more of these

Buckle Up continued on page 5

MOTORCYCLE SAFETY

Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by **military personnel off** Air Force installations include the following:

- Only operators may ride **mopeds**--no passengers.
- Headlights must be on unless prohibited by the Status of Forces Agreement or local laws.

Motorcycle Safety continued on page 6

SPEEDING

The basic speed limit on all local roads is 25 miles per hour unless otherwise posted. Drivers who exceed this limit are a source of concern for both residents and officials. Often the biggest offenders are residents of the neighborhood who are familiar with the streets, as well as other drivers seeking alternatives to busy arterials.

Why Not Post Lower Speed Limits?

Posting lower speed limits appears to be an easy answer to the problem of controlling speeders. Engineering studies, however, show that posted speed limits are not the most significant factor influencing driving speed. Research indicates that a reasonable and prudent driver will drive the speed suggested by roadway and traffic conditions, to the extent of disregarding the posted speed limit. Laws cannot be effectively enforced without the consent and voluntary compliance of the public majority. A speed limit

Speeding continued on page 6

To become a more courteous driver, the experts recommend:

- Use the passing lane only when passing
- Signal before switching lanes.
- Allow plenty of space between your car and the car in front of you; don't tailgate.
- If you drive slowly, stay to the right.
- Don't let your cell phone distract you from driving.
- Don't take more than one parking space.
- Be careful when you get out of your car so that your door doesn't strike the car parked next to you.

To avoid becoming the victim of an aggressive driver:

- Never underestimate the other driver's capacity for mayhem.
- Avoid eye contact with trouble making motorists.
- Don't challenge hostile drivers or react in any way. Instead, make every attempt to get away from them.
- Get the license plate number of aggressive drivers and report them to police.
- Don't return gestures.
- Keep your distance from those who are driving erratically.
- Keep your cool.

questions, then you are a part-time belt user.

You may not know that:

Three out of four crashes happen within 25 miles of home, at speeds of 45 miles per hour or less. Two out of five car crash deaths occur at speeds 45 miles per hour or less and have been known to occur at speeds as low as 12 miles per hour. If you have a car equipped with air bags, you still have to buckle your seat belt. Air bags only work in frontal crashes. If your car is rear-ended, hit on the side or rolls over, the air bag can't protect you. But your seat belt will. You just never know when you're going to be in a crash.

Can a driver be pulled over and given a ticket for not wearing a seat belt?

To understand the answer to this question, you must first understand the difference between a primary law and a secondary law.

With a primary law, such as speeding, a driver can be pulled over and given a ticket. With a secondary law, a driver cannot be pulled over for the offense, but can be given a ticket for the offense if the driver is pulled over for some other infraction. New Jersey has two laws that concern seat belt use: one is a primary law, the other is a secondary law.



- Vehicle must have rear-view mirrors.
- Operator and any passenger must wear a protective helmet.
NOTE: Helmets must meet, as a minimum, Department of Transportation (DoT) standards and be properly fastened. Helmets may also meet other standards such as Snell Memorial Foundation or the American National Standards Institute. If stationed overseas, personnel must wear host-nation certified, equivalent helmets.
- To increase visibility of riders, they are encouraged to affix reflective material to their helmets.
- Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet.
EXCEPTION: Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator.
- Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.
- Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.
- Sturdy footwear. Leather boots or over-the-ankle shoes are strongly encouraged.
- Possess a Motorcycle Safety Foundation training card and a MAFB Form 244

that is realistic invites the majority of drivers to comply.

Why Not Install Speed Bumps?

It is commonly believed that speed bumps are an easy and acceptable means of controlling speeding problems. This widespread belief overlooks the hazards and problems associated with speed bumps. Nationwide studies have revealed a number of disadvantages of speed bumps:

- Experiments with various speed bump designs show that it is not possible to create a speed bump which will have the same effect on all types of vehicle.
- Speed bumps do not consistently decrease speeding—in fact drivers of vehicles with softer suspension systems may increase their speed in an effort to diminish the effects of the bump.
- Speed bumps also cause noise pollution in residential areas. The noise generated as cars cross a bump and as they accelerate after crossing a bump is measurably greater than average traffic noise.
- Speed bumps can be hazardous to bicycles, motorcycles and emergency vehicles.

What Can Parents Do To Protect Their Children?

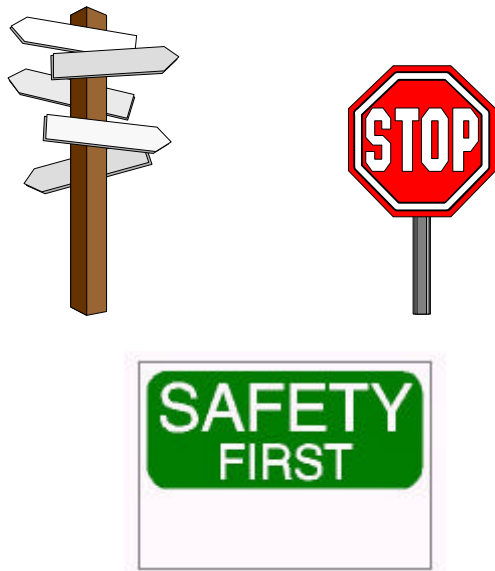
We hope that you as parents will educate your children about the dangers of traffic. Teach them to stop and look both ways before crossing a street. Warn them not to play in the streets or to dart into traffic to retrieve a toy. Encourage them to conduct their play activities away from the roadway environment. Some neighborhoods have worked together to build playground areas that give children a place to play which is safely removed from the vicinity of traffic. You can help by reporting incidents.



VACATION SAFETY

TRAVEL

You've earned your vacation, and you should enjoy it. Even though you'll be taking some time off from work, remember not to take "time off" from safety. Playing it safe while your on vacation can help you plan and your family avoid accidents and injury while getting the rest and recreation you deserve. Playing it safe means preparing for your activities ahead of time, securing your home if you'll be away, and using common safety sense.



Before traveling to your vacation destination this summer, make sure your vehicle is road worthy and you are familiar with road travel hazards. Beware of weather and heavy traffic flow and allow plenty of time to reach your destination. Make a quick stop every one to two hours to stretch and **Do Not** drive tired. Avoid driving more than ten hours without stopping to rest and recuperate. Obey posted speed limits and observe all traffic laws. Buckle up! Don't drink and drive!

Travel continued on page 8

SURVIVING A HOTEL FIRE

Surviving a hotel fire begins right after you check in.

- When you get to your room, take a few moments to check out possible escape routes.
- Find fire exits. Are they clear?
- Count doorways and features between your room and exits, so you can find your way out in the dark.
- Put room key near bed.
- Try windows-do they open? Can you exit to another roof or ledge?

In A Fire-Keep Calm-Don't Panic

Remember that few people are burned to death in fires. Most people die from smoke, poisonous gases and panic. Panic is usually the result of not knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chances of survival.

Grab key, crawl to door.

Feel door. If hot, don't open. If cool, open cautiously.

Check hall. If smoky, stay low-don't use elevators-use best exit or alternate.

Go to ground level if possible; otherwise, use roof.

If door is hot stay in room.

Vent smoke from room.

Phone for help-signal window location.

Fill tub with water, for fighting fire.

Place wet towels around door to keep smoke from entering.

Get fresh air through window if necessary-beware of the heat and flames rising from below.

Before leaving on vacation, make sure that your home is secured. This checklist can help you prepare for your departure.

- Are all electrical appliances (except your refrigerator) unplugged?
- Are gas pilots and water faucets turned off?
- Are windows and doors securely locked?
- Have you arranged for someone to pick up your mail?
- Did you have your newspaper delivery placed on hold?
- Have you notified friends, relatives, or neighbors where you'll be and how you can be reached?
- Have you set a timer to turn lights on and off, or asked someone to do it for you?
- Have you notified your local police station when you'll be leaving and when you'll be back?

In addition to these tips, your most important tool for having a safe vacation is your own common safety sense. When staying in unfamiliar surroundings, always check for fire exits, alarms, and escape routes. Wherever you go, be sure to bring along your family's medical information-insurance ID card, immunization records, history of diseases, and prescription medications-in the event of one of you should become ill. Never leave small children unattended. Bring along a first-aid kit and manual and familiarize yourself with their contents. When you use your safety sense, you'll be able to relax and enjoy your vacation.

DON'T DRINK AND DRIVE

Alcohol Related POV accidents kill more USAF personnel every year than drowning, heart attacks, boating accidents, parachuting, and any other recreational activity.

Your best deterrent to this statistic is to just not drink. If you drink, use one of the many alternate modes of transportation, such as: A Designated Driver, a cab, First Sergeant or Commander Free Ride Program, NCO and Officer Clubs Free Ride Programs. Call AMCC, MACC, or ATOC and they will get you a ride from somewhere.

The bottom line is this: Nothing good has ever came from someone drinking and driving, so don't think it will start with you. Don't Drink and Drive!



On average, two in every five Americans will be involved in an alcohol-related crash at some time in their lives. Someone dies in an alcohol-related crash every 30 minutes. Every two minutes, someone is injured. Take a stand against impaired driving.

IMPAIRED DRIVING

RECREATION SAFETY

SPORTS SAFETY

There's hardly an athlete alive, "weekend", amateur, or professional who hasn't known the pain, disappointment, and frustration that can result from a fitness-related injury. While some accidents are beyond our control, the vast majority of fitness injuries can be prevented by following these guidelines for exercising safely.



Sports Safety continued on page 11

BARBECUE DOS AND DON'TS



Outdoor cooking is a great part of summer. A barbecue grill can make food taste great and cooking fun. But it can also be dangerous. You can make barbecuing safe by knowing the "Dos and Don'ts" of barbecue safety.

Barbecue Dos and Don'ts continued on page 10

BOATING SAFETY

To ensure a safe and enjoyable boating experience, please note the following two tips.

- Always wear a properly fitted Personal Floatation Device (PFD) while boating. Nine out of ten drowning fatalities were not wearing a PFD.
- Don't Drink and Boat. Alcohol affects a person's balance, coordination and judgment. It is unlawful for a person to operate a vessel while under the influence of intoxicating liquor or any drug.

FIREWORKS DOS AND DON'TS

The Fourth of July...those very words evoke images of cookouts, parades, and a grand fireworks display to celebrate our country's independence. But every year, hundreds of people are seriously injured and some are killed because they failed to use fireworks safely. It is best to leave the fireworks show to a professional, but, if you decide to "do-it-yourself", the bottom line is that fireworks are **EXPLOSIVES** and must be handled with **CARE**. According to the U.S. Consumer Product Safety Commission, fireworks accounted for approximately 5,100 injuries treated in U.S. hospital emergency rooms from June 23 to July 23, 1996. The total estimate for fireworks-related injuries in 1996 is 7,600. These figures do not include those treated in non-emergency room settings or those left untreated. While most injuries occur with legal fireworks (Sparklers are the second highest cause of fireworks injuries

Fireworks Dos and Don'ts continued on page 10

- **Do** let a responsible person handle the cooking. Dealing with flammable liquids and high temperature can burn more than hamburgers!
- **Do** be sure that the barbecue grill is located in a safe place. Keep things that will burn a safe distance in all directions. Be sure to check up above also.
- **Do** stay completely away from a hot grill. Playing near a barbecue grill can cause serious burns if the grill is touched or upset.
- **Do** make sure the barbecue grill is level and steady and keep a container of water nearby. After cooking, soak the coals in water. Dispose of the charcoal in a metal container with a tight fitting lid. Many brush fires start because hot coals, thought to be cool were dumped in the grass.
- **Do** dispose of bags of damp or wet charcoal, as it can spontaneously combust.
- **Don't** wear loose, oversized clothing around a barbecue grill.
- **Don't** ever use a gas or charcoal grill inside. Burning charcoal gives off a poisonous gas. Even in small amounts, it can cause injury or death.
- **Don't** ever add starter fluid or gasoline to an already lit grill. Fire can follow the fluid back to the can and cause it to explode. To speed a slow fire, carefully tuck dry kindling under the charcoal.
- **Don't** ever leave a grill unattended. A grill on a wood deck is especially dangerous as it can quickly set the deck on fire if it is upset.

requiring trips to the emergency room. Sparklers can heat up to 1800 degrees Fahrenheit, hot enough to melt gold), some states are debating legalizing an even broader range of fireworks. Heavy lobbying by the fireworks industry, promising more tax revenue through fireworks sales, may result in an increase in fireworks-related injuries. The following list of recommendations is some Dos and Don'ts to follow when using fireworks.

- **Do** read directions. If in doubt about how to use an item, **Don't**.
- **Do** Keep water and a fire extinguisher on hand at all times.
- **Do** Dispose of malfunctioning fireworks properly by soaking them in water before throwing them away.
- **Do** Ignite all fireworks outside, and away from flammable materials (dry bushes, flammable liquids etc.)
- **Do** Stay in the designated watching area far away from the fireworks display. Also, be sure to park your car away from the area to prevent possible damage to the paint.
- **Don't** try to mix your own fireworks. **Don't** take fireworks apart or mix anything with their contents.
- **Don't** give fireworks to small children. They can not comprehend the possible danger involved in using fireworks.
- **Don't** ignite fire works in glass or metal containers.

REMEMBER it is illegal to detonate Fireworks on base. Don't become a statistic on the Fourth of July. Make safety first and foremost when handling fireworks.

WARM UP/COOL DOWN

The most important times for preventing fitness injuries occur while you're not even engaged in your activity! The periods before and after exercise are critical times for preventing unnecessary pain and injury. By "warming up" for 5 minutes prior to exercise with gentle activities like running in place, you can increase blood flow to inactive muscles, and gradually raise your heart rate to its target zone. Similarly, you can gradually lower your heart rate to its resting rate by simply walking for 5 minutes or so after exercise.

STRETCH

Gentle static stretching is actually a part of the warm up/cool down process. Stretching before exercise limbers tight muscles and improves joint flexibility thereby reducing your risk of sprains and tears. Concentrate on stretching those muscle groups used in your particular activity. For example, runners will want to concentrate on stretching out the legs, while swimmers will want to pay extra attention to upper body muscles. Static stretching for a few minutes after exercise is also recommended to prevent muscle soreness.

USE THE RIGHT EQUIPMENT

Improper equipment - worn exercise shoes, an ill-fitting bicycle, etc. - can cause more harm than is generally realized. Always check your equipment before and after your activity and be sure to make replacements or repairs promptly. Your worn out running shoes may bring you "good luck," but they can also bring you an ankle or leg injury if they fail to support your foot properly. Even though cycling places less stress on bones and joints than other high-impact sports, an ill-fitting bicycle can lead to back and knee pain and/or injury.

Whatever your activity, be sure that your equipment is in top condition before risking your health and safety.

USE SAFETY DEVICES

Helmets, goggles, mitts, braces, guards, pads, even sunscreen, are just a few of the numerous safety "devices" available for today's active person. Each activity carries its own risks, and which devices you use will depend on your particular activity. The point, however, is to use them. While some safety gear may feel awkward or "look funny," keep in mind that these minor inconveniences are far outweighed by the risk reduction you'll enjoy.

USE COMMON SENSE

The most important factor in fitness injury prevention is common sense. Make sure your muscles are conditioned before engaging in vigorous activities and use the right equipment and available safety devices. Fitness should be fun. The best way to enjoy your activity and prevent unnecessary injuries is to use your common sense.

